How to Document Findings (Administration)

The administrative chart audit form is a tool used for state and local agency chart-reviews. This is an overview of how to interpret the Admin Chart Audit Form. For specific policy rules, please refer to the Administrative Findings link, or view the State Plan online. See Administration Findings (link to the document) in the State Plan attachments section.

- Time Frame-was the participant served in the appropriate time frame?

A) Time frame is verified by using the Initial Contact Button. You must check the first appointment offered box. This date marks the beginning of the federally mandated timeline in which a participant is to receive a notice of eligibility/ineligibility, or have an appointment offered to them.

- Was the correct form of Participant and/or Representative Identification used?

A) Identification can be viewed in document imaging and by selecting view scanned documents. Identification scanned in must be fully legible and the whole document must be visible. The identification scanned must be acceptable in accordance with the state plan.

- Was the correct form of Residence used?

A) Residence can be viewed in document imaging and by selecting view scanned documents. Residence scanned in must be fully legible and the whole document must be visible. The category of residence scanned must be acceptable in accordance with the state plan.

- Was Income/Adjunctive Eligibility documented correctly?

A) Paystubs can be viewed in document imaging, and by selecting view scanned documents. Paystubs must be fully legible, and the whole document must be visible at the time of certification. The scanned paystub must be current income, which is within the last 30 days of the appointment.

B) For Adjunctive Eligibility, the participant must be verified in SIS. Currently, local agencies do not have access to the SIS audit function. You can verify that a number was checked in SIS by contacting the state office to validate this for you. If the participant provides a statement of eligibility letter, this can be scanned in instead of using SIS.

- Was a Notice of Cert End/Ineligibility given if needed?

A) This can be verified by checking under the Participant Activities tab and clicking on Managing Notes. The note type should state System, meaning that the notification was printed and system generated, and the subject should state Official Notification. It is acceptable to scan in the Cert/Ineligibility notice, but it should state in the notes that this was done.

- Were Benefits Signed for?

A) This can be checked by clicking on the benefits history tab, and selecting each grouping of benefits. Click show details, to verify the benefits were signed for by the participant or the participant's authorized representative. If a benefit was voided, it should be indicate it was. If a voided benefit was scanned, you still void it in the system to avoid over issuance. If a benefit was mailed, it should be indicated in the benefits mailed box.

- The comments section is available if you did not have anything that was a direct finding, but something you would like to mention as an area of improvement.

Please review the Administrative Findings for further guidance.

If you any questions with this form, please contact Kelly at 444-0909.